



Patrick W. Henning, Director

April 8, 2008  
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Arnold Schwarzenegger  
Governor

Mr. Blake G. Konczal, Director  
Fresno County Workforce Investment Board  
2000 Fresno Street, Suite 200 (second floor)  
Fresno, CA 93721

Dear Mr. Konczal:

WORKFORCE INVESTMENT ACT  
FISCAL AND PROCUREMENT REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2007-08

This is to inform you of the results of our review for Program Year (PY) 2007-08 of the Fresno County Workforce Investment Board's (FCWIB) Workforce Investment Act (WIA) grant financial management and procurement systems. This review was conducted by Ms. Mechelle Hayes, Ms. Carol Hammond, and Mr. David Jansson from March 3, 2008 through March 7, 2008 and March 27, 2008. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, accounting system, reporting, program income, expenditures, internal control, allowable costs, cash management, cost allocation, indirect costs, fiscal monitoring of subrecipients, single audit and audit resolution policies and procedures for its subrecipients and written internal management procedures. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers, cost and price analyses, contract terms and agreements, and property management.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by FCWIB with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2007-08.

We collected the information for this report through interviews with representatives of FCWIB, a review of applicable policies and procedures, and a review of documentation retained by FCWIB for a sample of expenditures and procurements for PY 2007-08.

## **BACKGROUND**

The FCWIB was awarded WIA funds to administer a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system. For PY 2007-08, FCWIB was allocated: \$5,366,166 to serve 1,372 adult participants; \$5,916,513 to serve 1,691 youth participants; and \$4,155,713 to serve 709 dislocated worker participants.

For the quarter ending December 31, 2007, FCWIB reported the following expenditures and enrollments for its WIA programs: \$1,333,213 to serve 827 adult participants; \$1,613,836 to serve 1,403 youth participants; and \$849,127 to serve 550 dislocated worker participants.

## **FISCAL REVIEW RESULTS**

We conclude that, overall, FCWIB is meeting applicable WIA requirements concerning financial management.

## **PROCUREMENT REVIEW RESULTS**

We conclude that, overall, FCWIB is meeting applicable WIA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is FCWIB's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, Federal and State regulations, and applicable State directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain FCWIB's responsibility.

Mr. Blake G. Konczal

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Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Mr. Jim Tremblay at (916) 654-7825 or Ms. Mechelle Hayes at (916) 654-8015.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessie Mar", with a stylized, cursive script.

JESSIE MAR, Chief  
Compliant Monitoring Section  
Compliance Review Division

cc: Shelly Green, MIC 45  
Jose Luis Marquez, MIC 50  
Don Migge, MIC 50  
Roger Schmitt, MIC 50